

ASAP.gov New Features Guide

Payment Requestors

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ASAP.gov New Features Guide - Payment Requestors

Overview:	3
Logging On:	5
<i>Browser Requirements</i>	5
<i>Single Sign On</i>	5
<i>Homepage</i>	7
<i>Drop Down Menus</i>	8
<i>Three (3) or Four (4) Step Process</i>	10
<i>Find</i>	11
<i>Display Selection Criteria</i>	14
<i>'Shopping Cart' Feature</i>	16
<i>Help</i>	19
<i>Access</i>	19
<i>'Help for this Step' & 'Help for this Page'</i>	20
<i>Linked Profiles</i>	22
Initiate Payment Request:	24
<i>Managing Remittance Data</i>	24
<i>Creating and Using Templates</i>	27
<i>Modifying and Deleting Templates</i>	29
Payment Schedules:	30
<i>Create Payment Schedule</i>	30
<i>Modify Payment Schedule</i>	33
Inquiries and Reports:	34
<i>Inquiries</i>	34
<i>Reports</i>	37
Notifications:	40

ASAP.gov New Features Guide - Payment Requestors

Overview:

Welcome to the New Features Guide for ASAP.gov. This guide provides an overview to you, the Payment Requestor, of new features available in ASAP.gov. The New Features Guide includes:

Getting Started:

- ◆ Browser Requirements/URL – Defines the browser requirements in order to use ASAP.gov and the URL.
- ◆ Single Sign On – Users only have to enter their User ID and Password once.

General Navigation Features:

- ◆ Homepage – Once signed on, users are presented with a multi-faceted homepage with Messages and Notifications.
- ◆ Drop down menus – Drop down menus allow the user to navigate throughout the site.
- ◆ 3 to 4 Step Process – Each function within ASAP.gov has only a three (3) or four (4) step process in order to complete.
- ◆ Find Feature – If a user has forgotten the specific ID of the Recipient or the Federal Agency, they have available a find feature that will assist them in searching for the specific ID they need in order to complete a transaction.
- ◆ Paging – ASAP.gov has a paging feature in order to present data to more efficiently and organized.
- ◆ Display Selection Criteria – Users will now be able to see exactly what was entered in order to retrieve a specific set of data.
- ◆ Shopping Cart Feature – Users can create a “Shopping Cart” of Payment Requests.
- ◆ Help – An interactive online guide will assist the user step by step through a specific transaction.
- ◆ Linked Profiles – Whenever an account ID, Recipient ID, or Agency ID is displayed, the user will be able to click on that particular ID and view the profile.

Initiate Payment Request:

- ◆ Manage Remittance Data – Users can add remittance data for each payment request. In addition, users can divide up the specific payment request into multiple remittance codes.
- ◆ Creating, Using, and Deleting Templates – Users can now create, modify, and delete payment templates. This allows users to use the same template over and over again for payment requests.

Payment Schedules:

- ◆ Create a Payment Schedule – Users can schedule a payment request for up to one year in advance. In addition, users can also set recurring payment schedules for weekly or monthly time frames.
- ◆ Modify Payment Schedule – Users can modify or delete previously created payment schedules.

ASAP.gov New Features Guide - Payment Requestors

Inquiries and Reports:

- ◆ Inquires – Users have immediate access to same day inquiries on their transactions in a variety of downloadable formats.
- ◆ Reports – Users can access reports for all activity, up to and including the previous business day, in a variety of downloadable formats.

Notifications:

- ◆ Users can retrieve notifications that are specifically created for them. Users can receive emails directly from ASAP.gov.

This document only describes and explains the new features of ASAP.gov. It is assumed that the user has experience using a web-based application and is familiar with the legacy ASAP System. Users also have access to online help at every step of a specific transaction, which explains in detail what the user needs to do in order to proceed to the next step and to complete the transaction.

ASAP.gov New Features Guide - Payment Requestors

Logging On:

Browser Requirements

ASAP.gov supports:

Internet Explorer 5.x, Internet Explorer 6.0

Netscape 4.x*, Netscape 7.1

Note: ASAP.gov does NOT support Netscape 6.0

* Exceptions to Netscape 4.x: Persons needing a Section 508 compliant version must use Internet Explorer or Netscape 7.1.

Single Sign On

ASAP.gov Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit Discuss Messenger

Address [=GET&SMAGENTNAME=\\$SM\\$5E9MMIKMy1Nz7RJSEiE377IVRoRSaKQZoppJAa%2byGA=&TARGET=https://qa.asap.gov/ASAPGov/](#) Go

ASAP.gov

Automated Standard
Application for Payments - on
the Web

Log On to ASAP.gov

User ID :

Password :

Logon

[Having Trouble Logging On?](#)

Contact Us **Enroll** **ASAP General Information**

WARNING: This is an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

ASAP.gov New Features Guide - Payment Requestors

A screenshot of the ASAP.gov login interface. At the top, the text "Log On to ASAP.gov" is centered. Below this, there are two input fields: "User ID :" and "Password :". A blue "Logon" button is positioned below the password field. Underneath the button is a blue hyperlink that reads "Having Trouble Logging On?". At the bottom of the form, there are three red buttons with white text: "Contact Us", "Enroll", and "ASAP General Information".

Log On to ASAP.gov	
User ID :	<input type="text"/>
Password :	<input type="password"/>
<input type="button" value="Logon"/>	
Having Trouble Logging On?	
<input type="button" value="Contact Us"/>	<input type="button" value="Enroll"/>
<input type="button" value="ASAP General Information"/>	

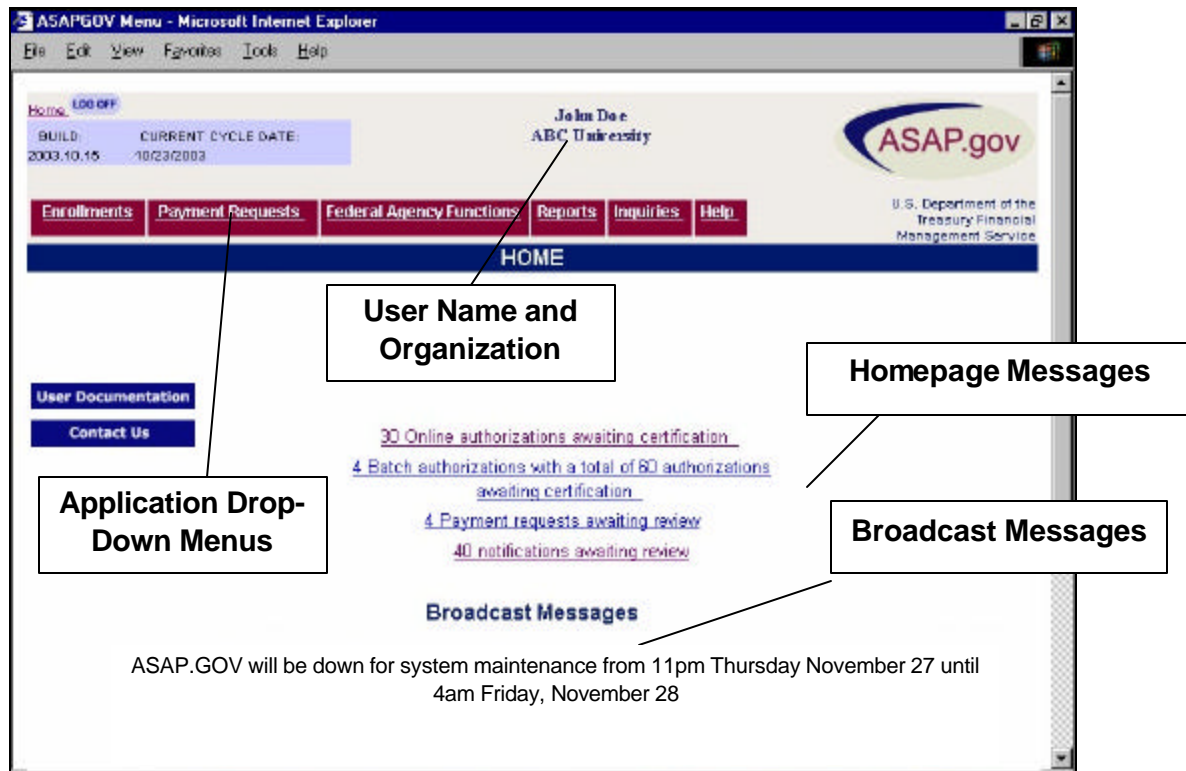
Magnified View

ASAP.gov offers users a single sign on page as shown above. The URL for signing on is www.asap.gov. User IDs and passwords are assigned to users upon enrollment. Remember, when logging in, the password IS CASE SENSITIVE. After three (3) attempts with the incorrect password, you will have to call the ASAP hotline in order to get your password reset (1-804-679-8384, ASAP CBAF Help Desk), as ASAP.gov will lock your User ID.

ASAP.gov New Features Guide - Payment Requestors

General Navigation:

Homepage



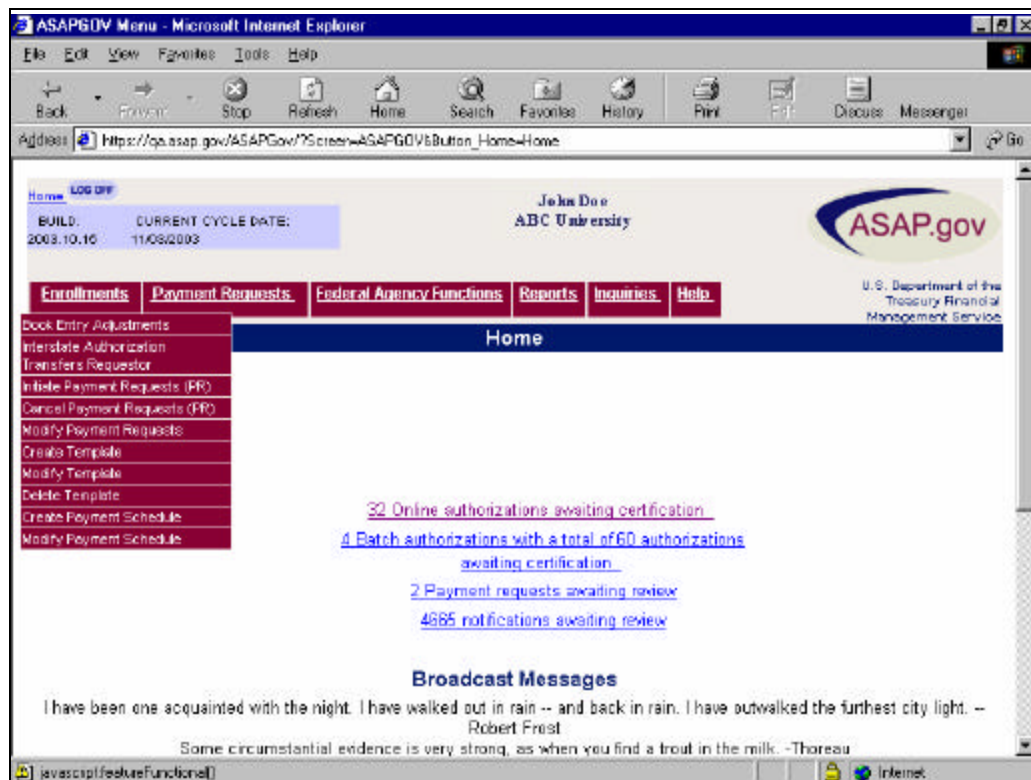
When a user signs on to ASAP.gov, their user name and organization appears at the top of the page. In addition, they will be presented with two (2) different types of messages; Broadcast Messages and Homepage Messages, as displayed above.

Broadcast Messages are general messages to all ASAP.gov users and are displayed at the bottom of the Homepage. Announcement of a Federal holiday or a scheduled system outage are examples of a Broadcast message.

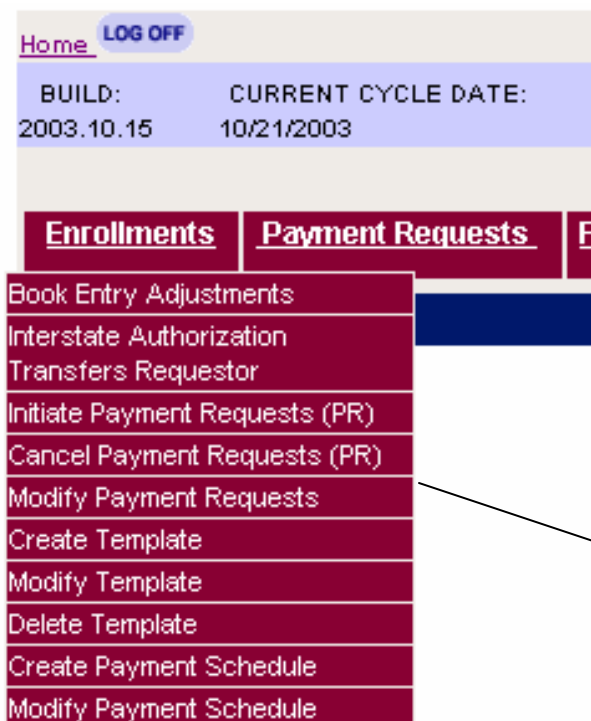
Homepage Messages notify select users that items are awaiting their action and are displayed as links. By clicking on the Homepage Message, the user is taken to Step 1 of the pending action. Homepage Messages are different than Broadcast Messages as they are only displayed to users qualified with certain roles (i.e., Certifying Officer).

ASAP.gov New Features Guide - Payment Requestors

Drop Down Menus



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Magnified View

Moving the cursor over "Payment Requests" activates the drop down menu

ASAP.gov allows the user to choose the transaction type they would like to complete by using drop down menus. The drop down menus follow the user throughout the application. Moving the cursor over a specific menu title activates the pull down menu. Above is a typical pull down menu available for Payment Requestor Organizations. A user only has to place the cursor on the desired menu option and click once. Each user will only have access to those functions for which they have been enrolled. For example, a Payment Requestor will not have access to any of the Federal Agency options.

If a user is in the middle of a transaction (i.e., a Payment Request), choosing a menu option will cancel that activity and take the user to Step 1 of the selected menu option. For example, if a user is on step 3 of 4 of Initiate a Payment Request and chooses Create Template from the above pull down menu, a pop-up appears warning the user that they are about to cancel their specific transaction. If the user clicks "ok", then Initiate a Payment Request will be cancelled. The exception to this is when the user chooses a menu option when at a confirmation step (usually step 4....see the below section entitled "3 to 4 step process" for more information).

ASAP.gov New Features Guide - Payment Requestors

Three (3) or Four (4) Step Process

Initiate Payment Request - Microsoft Internet Explorer

Address: <http://it.asap.gov/ASAPGov/>

Home | Search | Favorites | History | Print | Edit | Discuss | Messenger

Home | Logout | John Doe | ABC University

ASAP.gov
U.S. Department of the Treasury Financial Management Service

Enrollments | **Payment Requests** | Federal Agency Functions | Reports | Inquiries | Help

Initiate Payment Request

**Step 1 of 4
Retrieve Accounts**

Enter one or more of the following

Recipient ID: **Find**

ALC / Region: / **Find**

Account ID (or partial):

Or

Select a Template:

Specify Payment Information

* Payment Period Type:

Initiate Payment Request

Step 1 of 4 Retrieve Accounts

Magnified View

ASAP.gov is designed so that each function either has 3 or 4 steps. The last step is always the confirmation step. For example, for the above transaction, Step 1 is Retrieve Accounts, Step 2 is Enter Payment Transactions, Step 3 is Review Payment Transactions, and Step 4 is Payment Transaction Confirmation. Within ASAP.gov there are no more than 4 steps to complete any transaction, although there may be substeps within a transaction.

ASAP.gov New Features Guide - Payment Requestors

Find

Initiate Payment Request - Microsoft Internet Explorer

Address: <https://it.asap.gov/ASAPGov/>

Home LOG OFF

John Doe
ABC University

ASAP.gov
U.S. Department of the Treasury
Financial Management Service

Enrollments Payment Requests Federal Agency Functions Reports Inquiries Help

Initiate Payment Request

**Step 1 of 4
Retrieve Accounts**

Enter one or more of the following

Recipient ID: Find

ALC / Region: / Find

Account ID (or partial):

Or

Select a Template:

Specify Payment Information

* Payment Period Type:

Enter one or more of the following

Recipient ID: Find

ALC / Region: / Find

**Magnified
View**

**FIND button assists the
user in identifying the
Recipient ID**

While conducting a transaction, ASAP.gov allows the user to search, based upon specific criteria, if they are unsure of the data to enter. For example, in the above illustration, a find button is located next to Recipient ID and ALC/Region. If the user does not know the Recipient ID, he/she can click "Find" and be presented with a pop-up window, as displayed below, which assists in identifying the Recipient ID. Once the user fills in the criteria and clicks "Continue", they are presented with a list of Recipient IDs matching the criteria. The user selects the desired Recipient ID from the list and clicks "Apply". The Recipient ID is displayed in the Recipient ID field.

ASAP.gov New Features Guide - Payment Requestors

Find Recipient ID - Microsoft Internet Explorer

ASAP.gov

U.S. Department of the Treasury
Financial Management Service

Find Recipient ID

Enter one or more of the following:

Recipient Name (or partial) :

State :

Organization Type :

Continue **Exit Screen**

**Enter Criteria and
Click "Continue" to
Retrieve a List of
Recipient IDs**

ASAP.gov New Features Guide - Payment Requestors

Account Name	Status	Amount
CONTROL ACCT TEST - RAW OYSTER BAR FUND	Open	\$
CONTROL ACCT TEST - SPINACH SUCKS LEGISLATION	Open	\$
CREATE TEST REGULAR1	Open	\$0.00
CTRL1	Open	\$0.00
CTRL1 - CTRL1-A	Open	\$
CTRL1 - CTRL1-B	Open	\$
CTRL1 - CTRL1-C	Open	\$
CTRL1-KFG	Open	\$0.00
CTRL1-KFG - DETAIL ONE	Open	\$

Pages: 1 2 3

[Continue](#) [Sort](#) [Cancel](#) [Help for this Step](#)

Pages: 1 2 3

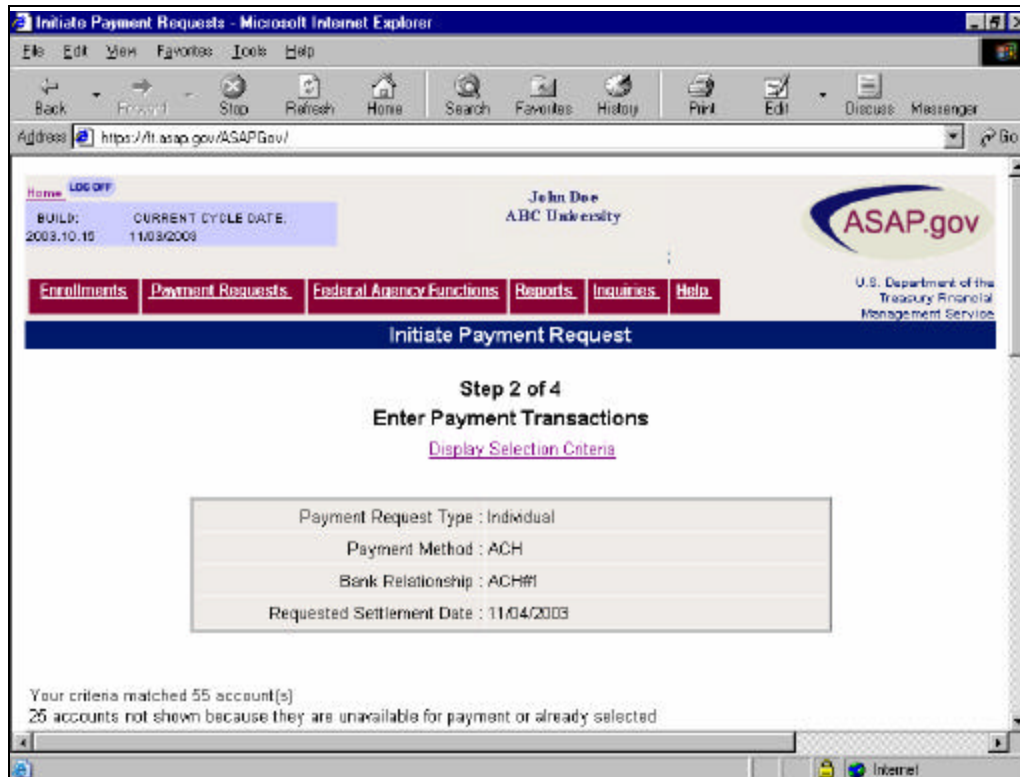
Pages of Information

[Continue](#) [Sort](#) [Cancel](#) [Help for this Step](#)

ASAP.gov uses a paging feature. If a user retrieves a listing of accounts, the number of accounts may exceed what can fit on a single page within the browser. Each page will display up to 20 account lines. In the above example, there are 3 pages. Users will always know which page they are one by looking at the display. In the above example, the user is at page one (in black) and page 2 and 3 are displayed as links. The user can click on the linked pages to be taken to that page.

ASAP.gov New Features Guide - Payment Requestors

Display Selection Criteria



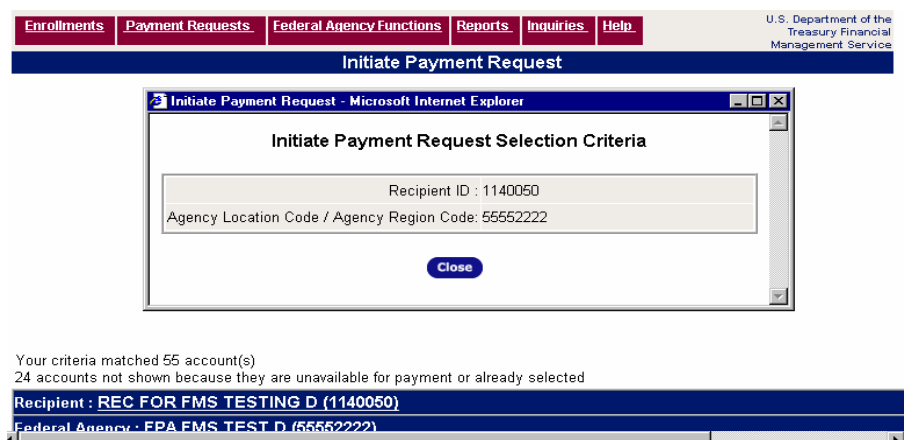
Step 2 of 4 Enter Payment Transactions [Display Selection Criteria](#)

Magnified View

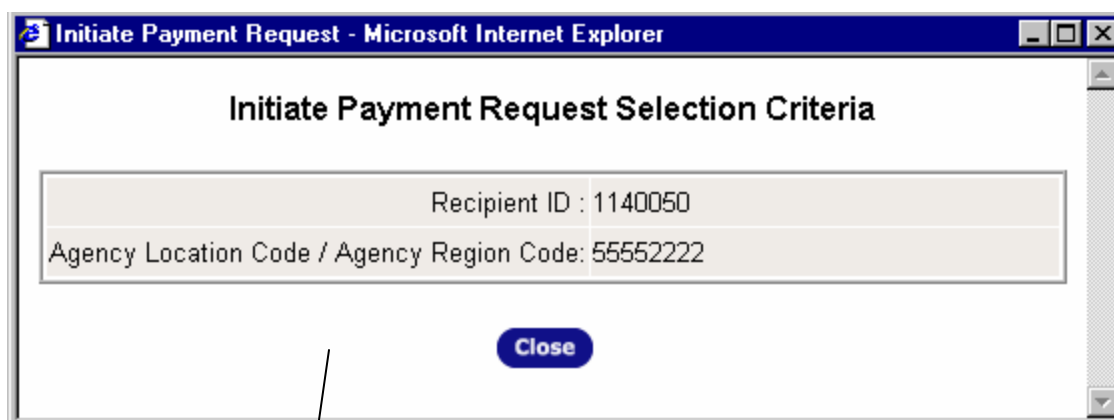
Link Shows Specific
Criteria Used in Step 1
of the Transaction

In most cases, Step 1 of a transaction requests users to specify certain criteria in order to conduct a transaction. On subsequent steps, users have the ability to see what specific criteria they used in Step 1 by clicking the link "Display Selection Criteria" (which is always located under the step number and the description of the step as indicated above). Clicking this link will bring up a pop-up box as shown in the example below.

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Magnified View



Pop-up Box Displays Selection Criteria

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'Shopping Cart' Feature

Initiate Payment Request - Microsoft Internet Explorer

Address: <https://ft.asap.gov/ASAPGov/>

Home Log off Jelal Doe ABC University

BUILD: 2003.10.15 CURRENT CYCLE DATE: 11/03/2003

Enrollments Payment Requests Federal Agency Functions Reports Inquiries Help

U.S. Department of the Treasury Financial Management Service

Initiate Payment Request

Step 3 of 4
Review Payment Transactions

Payment Request Type : Individual
Payment Method : ACH
Bank Relationship : ACH#1
Requested Settlement Date : 11/04/2003

Recipient : REC FOR FMS TESTING D (1140050)

Federal Agency : FPA FMS TEST D (55562222)

Total: 1,001,555.00

Done

ASAP.gov New Features Guide - Payment Requestors

Payment Request Type : Individual
Payment Method : ACH
Bank Relationship : ACH#1
Requested Settlement Date : 11/04/2003

Recipient : **REC FOR FMS TESTING D (1140050)**
Federal Agency : **FPA FMS TEST D (65552222)**

Cash on Hand : \$ Total : \$ 1,001,555.00

Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<input checked="" type="checkbox"/>	ABCXYZ	Open	<input type="text"/>	\$1,142,056.00	\$1,000,000.00	<input data-bbox="1214 730 1247 762" type="button" value="+"/>
<input checked="" type="checkbox"/>	AUTHTEST	Open	<input type="text"/>	\$148,179.02	\$1,555.00	<input data-bbox="1214 772 1247 804" type="button" value="+"/>

Magnified View

The Add More Accounts button (as shown above), appears on step 3 of Initiate a Payment Request and will return you to Step 1 where you can enter selection criteria to retrieve additional accounts. When you return to Step 1, the transaction you just entered will be temporarily saved in a “shopping cart” and you will not be able to update certain criteria. However, you will be able to view your transaction set at any time by clicking the **View Pending Items** button located in the upper right corner of Steps 1 and 2, as shown below. The “item count” shows the # of items in the shopping cart. This feature is only available in Initiate a Payment Request.

ASAP.gov New Features Guide - Payment Requestors

Initiate Payment Requests - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Step 1 of 4
Retrieve Accounts

View Pending Items
Item Count: 5

Enter one or more of the following

Recipient ID :	<input type="text"/>	Find
ALC / Region :	<input type="text"/> / <input type="text"/>	Find
Account ID (or partial) :	<input type="text"/>	

Specify Payment Information

* Payment Request Type :	Individual
* Payment Method :	ACH
* Bank Relationship :	ACH#1
* Requested Settlement Date :	10/24/2003
Requestor Reference Number :	<input type="text"/>

Continue **Review** **Help for this Step**

Done Internet

Start Chri... NE... Mic... (Un... Mic... Ini... Initi... 11:54 AM

View Pending Items

Item Count: 5

Magnified View

**Number of Items in the
'Shopping Cart'**

ASAP.gov New Features Guide - Payment Requestors

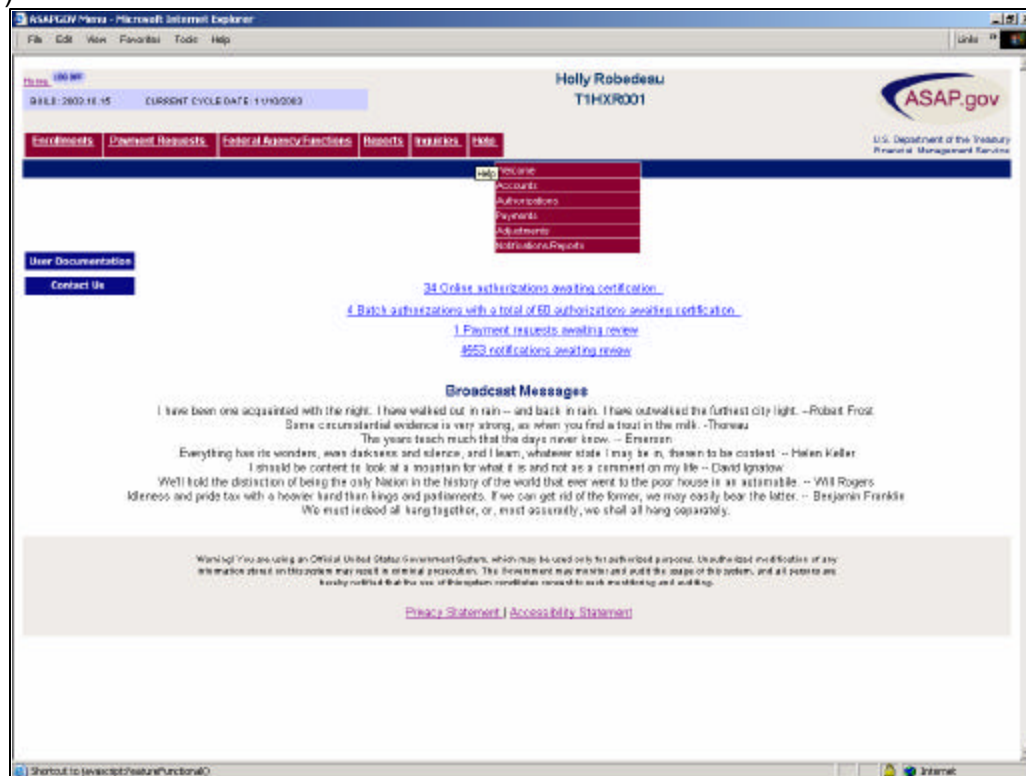
Help

ASAP.gov HELP is an Internet-based Help system available to all users via the ASAP.gov application. It provides access to extensive information that is organized to facilitate quick and easy look-up and is comprehensive to answer all questions concerning the new ASAP.gov Internet application. A readily-available Table of Contents and complete Glossary of ASAP.gov terms are also on hand for the user's aide. Help is also convenient in that special navigational features make the system easy to use. As an example, by right clicking anywhere in a window, you can print the Help page.

Access

ASAP.gov Help can be accessed two ways: 1) Through the burgundy flyover menu entitled 'Help', located in the Header, and 2) Through the blue 'Help for this Step' or 'Help for this Page' buttons located on the bottom of each transaction screen.

1)



ASAP.gov New Features Guide - Payment Requestors

2)

The screenshot shows the 'Initiate Payment Request' screen in a Microsoft Internet Explorer browser window. The browser's address bar shows 'http://asap.gov'. The page header includes the user's name 'Holly Robedeau', ID 'T1HXR001', and 'Working For 1167962'. The ASAP.gov logo is in the top right corner, with the text 'U.S. Department of the Treasury Financial Management Service' below it. A navigation bar contains links: 'Enrollments', 'Payment Requests', 'Federal Agency Functions', 'Reports', 'Inquiries', and 'Help'. The main heading is 'Initiate Payment Request'. Below it, 'Step 1 of 4' is displayed, followed by 'Retrieve Accounts'. The instructions state: 'Enter one or more of the following'. There are three input fields: 'Recipient ID' with a 'Find' button, 'ALC / Regis' with a 'Find' button, and 'Account ID (optional)'. Below these is a 'Select a Template' dropdown menu set to '-None-'. The 'Specify Payment Information' section contains four fields: '* Payment Request Type' (dropdown), '* Payment Method' (dropdown), '* Bank Relationship' (dropdown), and '* Requested Settlement Date' (calendar icon). A 'Requester Reference Number' field is at the bottom. At the very bottom are two buttons: 'Continue' and 'Help for this Step'.

When entering Help from the flyover, the user is provided the opportunity to choose the home page for a function, such as payments or authorizations, or for the Help system itself. However, if the user chooses to enter from a 'Help for this Step' or 'Help for this Page' button, a comprehensive explanation and description of the displayed Step will be provided.

'Help for this Step' & 'Help for this Page'

One of the most unique and exciting features of the ASAP.gov system is the extensive information provided for the user to fully understand and complete each unique transaction step within ASAP.gov. When the user selects the 'Help for this Step' and 'Help for this Page' buttons, step-specific information is displayed. Help breaks down the step and defines its purpose, actions, terms, and buttons to support the user during the transaction.

ASAP.gov New Features Guide - Payment Requestors

Step 1 initiate payment request pr - Microsoft Internet Explorer

ASAP.gov HELP

HELP FOR THIS STEP
Initiate Payment Requests (PR)

Step 1 of 8
Retrieve Accounts

PURPOSE OF STEP

This is the first step of the process for a Payment Requestor to initiate a payment request. On this step, you will specify the criteria of the accounts you wish to retrieve as well as define some data to characterize the payment request.

ACTIONS FOR THIS STEP

1. Specify the account(s) that you wish to retrieve.
Enter one or more of the following criteria to retrieve your desired accounts:
Recipient ID, ALC/Region, and Account ID ([or partial](#))
Note:
 - You can search for the Recipient ID and ALC/Region using [Find](#).
 - You can enter a partial Account ID using wildcards (the "[or partial](#)" link provides further explanation).
2. Specify Template information by entering the Template Name
3. Specify payment information by completing the following required fields:
 - Payment Request Type - select either individual or summary
 - Payment Method - select either ACH or Fedwire
 - Bank Relationship - defined as the Payment Requestor profile
 - Requested Settlement Date - if you specify Fedwire, the settlement date is the current business date (or the following business day if Funds cutoff time has passed); if you specify ACH, you must enter a date from one to 365 days after the current business date, if the Agency allows it within the account and/or agency profile.
4. You may enter an optional Requestor Reference Number.
5. Click [Continue](#).

ASAP TERMS FOR THIS STEP

Definitions for the following terms are available in the Glossary. When you click on a term below, a definition will be provided. To return to this page, simply close the browser window that has provided the definition. This can be done by clicking the 'X' in the upper right-hand corner of the window.

[RECIPIENT ID](#)

[ALC/REGION](#)

[ACCOUNT ID](#)

[TEMPLATE](#)

[PAYMENT REQUEST TYPE](#)

[PAYMENT METHOD](#)

[BANK RELATIONSHIP](#)

[REQUESTED SETTLEMENT DATE](#)

[REQUESTOR REFERENCE NUMBER](#)

BUTTONS & LINKS FOR THIS STEP

[Find](#) A utility associated with helping find specific information for enterable fields, usually in specifying selection criteria.

[Continue](#) This button will advance you to the next step.

[Help for this step](#) Opens HELP in a new browser window, which gives information specific to the corresponding ASAP.gov Step.

[\(or partial\)](#) This is a link that displays a description of how the 'or partial' function behaves. When you do not know the exact entry, you can retrieve a list by using wildcard characters (%) and (_) that will precede or follow a set of data. See [FREQUENTLY ASKED QUESTIONS](#) for more information.

[NEXT STEP](#)

[PROCEDURES](#)

[TIPS & TRICKS](#)

[BACK TO TOP](#)

[ERROR MESSAGE EXPLANATIONS](#)

[PAYMENTS HOME](#)

Done Internet

ASAP.gov New Features Guide - Payment Requestors

Linked Profiles

Payment Request Type : Individual
Payment Method : ACH
Bank Relationship : ACH#1
Requested Settlement Date : 11/04/2003

Recipient : [REC FOR FMS TESTING D \(1140050\)](#)
Federal Agency : [FPA FMS TEST D \(55552222\)](#)

Cash on Hand : \$ Total : \$ 1,001,555.00

Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<input checked="" type="checkbox"/>	ABCXYZ	Open	<input type="text"/>	\$1,142,056.00	\$1,000,000.00	+
<input checked="" type="checkbox"/>	AUTHTEST	Open	<input type="text"/>	\$148,179.02	\$1,555.00	+

[Submit](#) [Add More Accounts](#) [Sort](#) [Cancel](#) [Help for this Step](#)

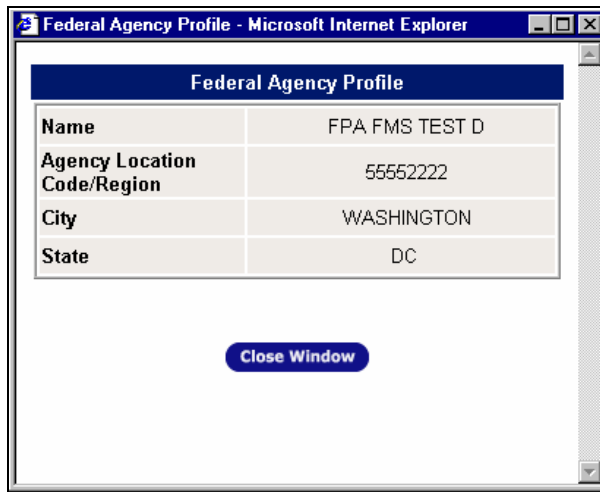
ID Links

Recipient : [REC FOR FMS TESTING D \(1140050\)](#)
Federal Agency : [FPA FMS TEST D \(55552222\)](#)

Magnified View

Within ASAP.gov, users can click on IDs (ALC, Recipient, and Account) and bring up the specific profile in a pop-up. Examples of these links are shown above. An example of the ALC profile pop-up is shown below.

ASAP.gov New Features Guide - Payment Requestors



Federal Agency Profile	
Name	FPA FMS TEST D
Agency Location Code/Region	55552222
City	WASHINGTON
State	DC

Close Window

**Federal Agency
Profile Pop-up
Accessed by
Clicking ID Link**

ASAP.gov New Features Guide - Payment Requestors

Initiate Payment Request:

Managing Remittance Data

Payment Request Type : Individual
Payment Method : ACH
Bank Relationship : ACH#1
Requested Settlement Date : 11/04/2003

Recipient : REC FOR FMS TESTING D (1140050)
Federal Agency : FPA FMS TEST D (65552222)

Cash on Hand : \$ Total : \$ 1,001,555.00

Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<input checked="" type="checkbox"/>	ABCXYZ	Open		\$1,142,056.00	\$1,000,000.00	+
<input checked="" type="checkbox"/>	AUTHTEST	Open		\$148,179.02	\$1,555.00	+

Submit Add More Accounts Sort Cancel Help for this Step

**Magnified
View**

Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
Open		\$1,234,665,700.00	\$	+

Payment Requestors, in ASAP.gov, have the option of entering remittance data for each payment transaction. A Remittance Code is assigned by the user to uniquely identify each draw from an ASAP account comprising an ACH summary payment. Remittance Codes allow the Requestor to not only make a request at the ASAP.gov Account level or Account Detail level, but also to break out each account/account detail-level draw by codes that are relevant to their organization's internal accounting or reporting needs.

The Remittance Codes and amounts will be passed to the Requestor's financial institution along with the ACH payment in an Electronic Data Interchange (EDI) transaction set which, in turn, may be passed on to the Requestor organization

ASAP.gov New Features Guide - Payment Requestors

for automatic updating of their accounting systems. Remittance Codes are not saved unless they are defined in a Template (see Template section for more information).

The icon underneath Remittance Data (as shown in the example above), shows that remittance data may be added for this payment transaction. Once clicked, the user is taken to a screen and may enter as many Remittance Codes as needed (as shown below). However, the dollar breakdown associated with each Remittance Code must equal the total amount requested.

The screenshot displays the 'Payment Requestor' interface. At the top, a 'Payment request type : manual' label is visible. Below it, a form contains the following fields: 'Payment Method : ACH', 'Bank Relationship : ACH#1', and 'Requested Settlement Date : 10/23/2003'. A second form section contains: 'Recipient : REC FOR FMS TESTING D (1140050)', 'Federal Agency : EPA FMS TEST D (5552222)', 'Account ID : ABCXYZ', and 'Amount Requested : \$ 100.00'. Below these forms is a 'Header Guide' section with a text input field. The main part of the interface is a table with three columns: 'Remove Row', 'Remittance Code', and 'Amount Requested'. The table contains one row with a blue 'X' icon in the 'Remove Row' column, the value 'E4563302' in the 'Remittance Code' column, and '\$ 100.00' in the 'Amount Requested' column. Below the table, the 'Total Amount : \$ 100.00' is displayed. A blue button labeled 'Add New Remittance Code' is positioned below the table. At the bottom of the interface are three buttons: 'Apply', 'Exit Screen', and 'Help for this Step'.

Remove Row	Remittance Code	Amount Requested
	E4563302	\$ 100.00
Total Amount :		\$ 100.00

[Add New Remittance Code](#)

[Apply](#) [Exit Screen](#) [Help for this Step](#)

Users may enter as many Remittance Codes as needed, an optional header guide, and amounts. Once the user clicks "apply", the user is taken back to the previous step and the "Amount Requested" field is filled in with the total and the icon changes to a pen icon. (If the user had previously entered an amount requested before going to the Remittance Data screen, the amount requested would show on the Remittance Data screen. The below illustration, shows what is displayed to the user, once the user clicks the apply button in the Remittance Data screen. Notice how the Remittance Data icon has changed. The pen icon indicates that Remittance Codes are entered and may be edited as necessary.

ASAP.gov New Features Guide - Payment Requestors

Initiate Payment Requests - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit Discuss Messenger

Address <https://ft.asap.gov/ASAPGov/> Go

Payment Request Type : Individual

Payment Method : ACH

Bank Relationship : ACH#1

Requested Settlement Date : 11/04/2003

Recipient : **REC FOR FMS TESTING D (1140050)**

Federal Agency : **FPA FMS TEST D (55552222)**

Cash on Hand : \$ Total : \$ 1,001,555.00

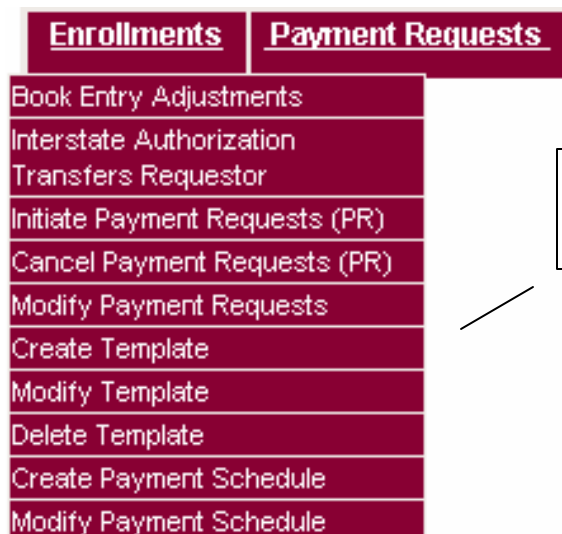
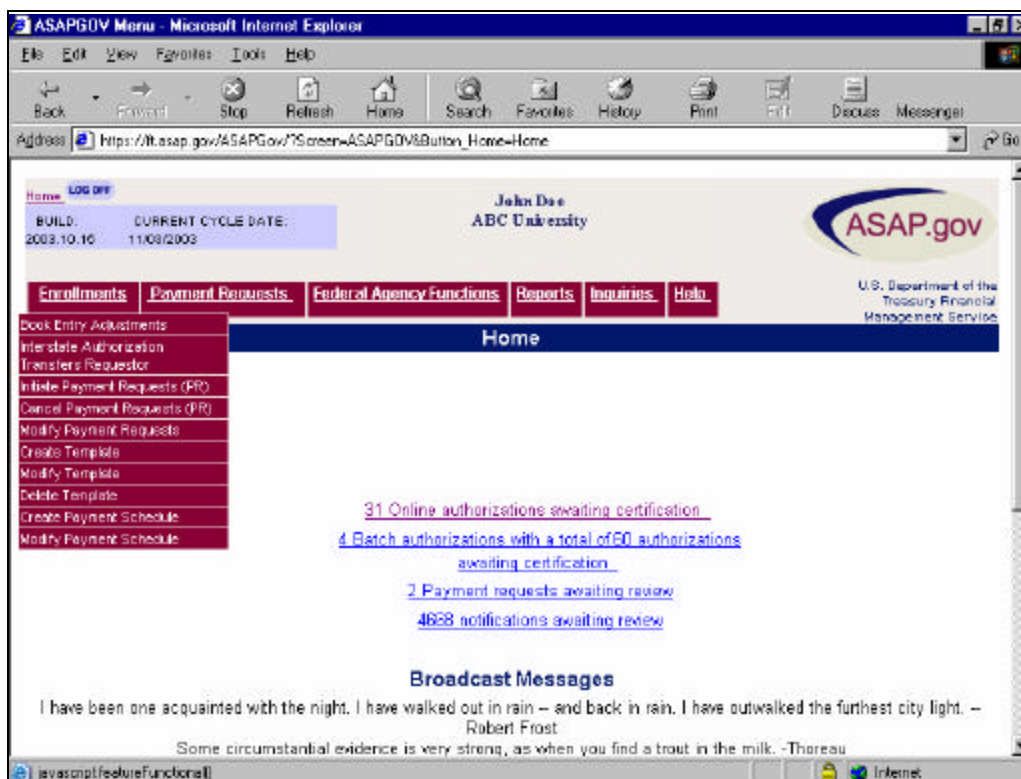
Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<input checked="" type="checkbox"/>	ABCXYZ	Open	<input type="text"/>	\$1,142,056.00	\$ 1,000,000.00	
<input checked="" type="checkbox"/>	AUTHTEST	Open	<input type="text"/>	\$148,179.02	\$ 1,555.00	

Amount Requested	Remittance Data
\$ 1,000,000.00	

Magnified View

ASAP.gov New Features Guide - Payment Requestors

Creating and Using Templates



**Create a
Template**

**Magnified
View**

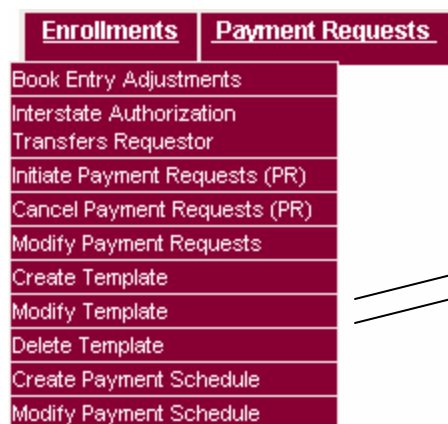
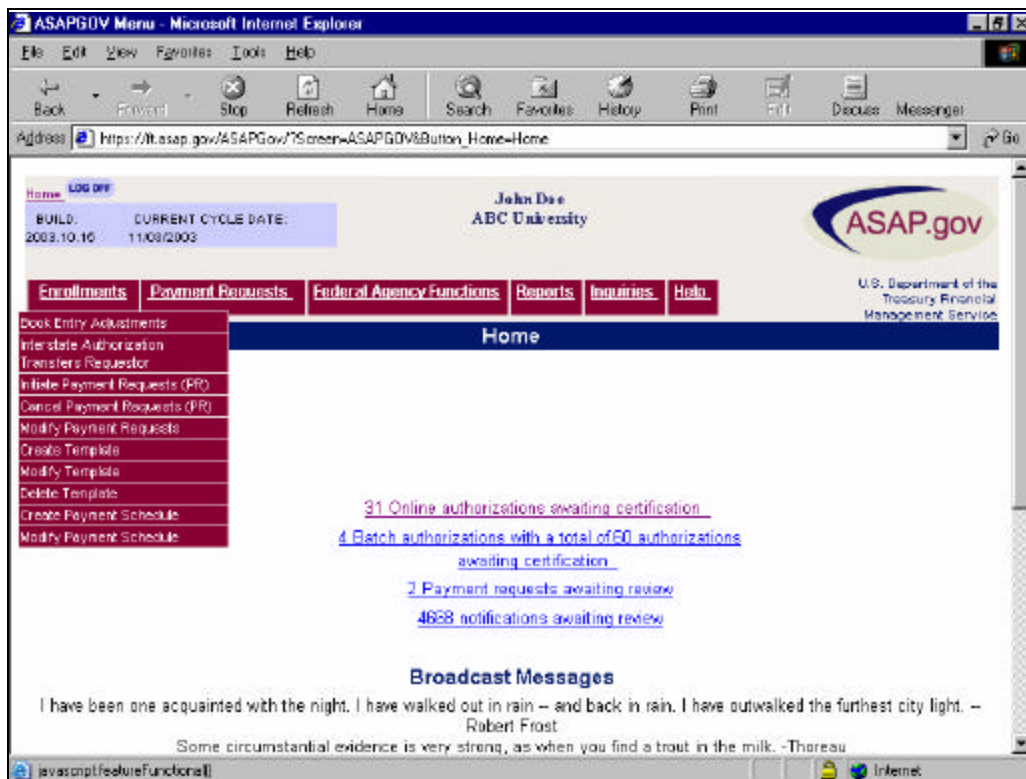
ASAP.gov offers the option of making a payment request using a template (menu option "Create Template" shown above). A template is a custom grouping of accounts and account details built and maintained by the Requestor to allow quick access to these accounts. Requestors can assign a unique name to each template that is created. Templates may contain accounts for multiple recipients/agencies and may contain Remittance Data. For example, if a

ASAP.gov New Features Guide - Payment Requestors

Requestor had five accounts from which they always make payment requests, then the Requestor can group these accounts together in a template. Once created, a template can be used each time when initiating a payment request, instead of retrieving 5 different accounts.

ASAP.gov New Features Guide - Payment Requestors

Modifying and Deleting Templates



**Magnified
View**

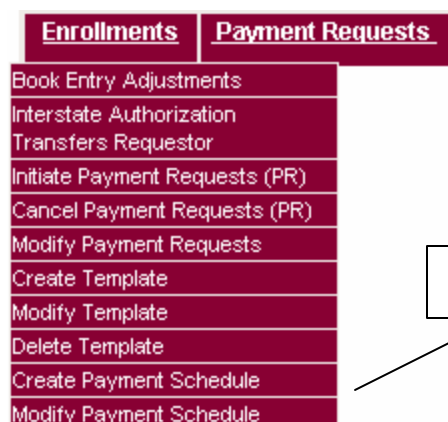
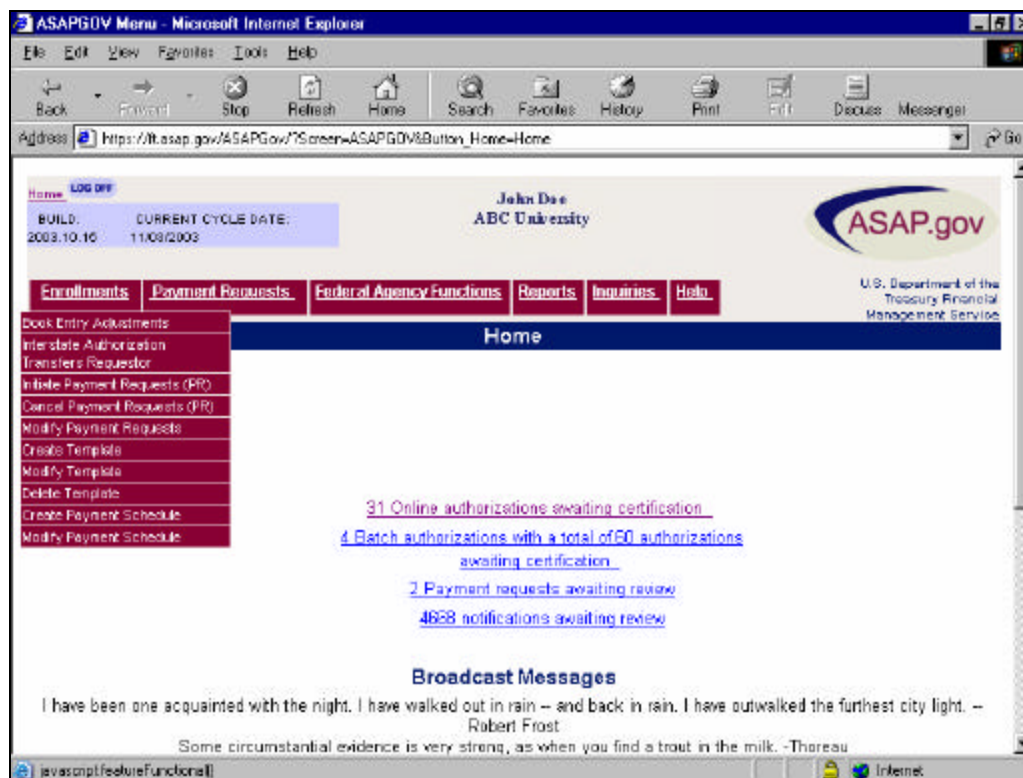
**Modify and
Delete a
Template**

Payment Requestors can modify and delete existing templates. In each instance, the Payment Requestor will be asked to select the template they wish to modify or delete from a drop down menu. Once deleted, a template cannot be retrieved.

ASAP.gov New Features Guide - Payment Requestors

Payment Schedules:

Create Payment Schedule



**Magnified
View**

Create a Payment Schedule

One advanced feature of ASAP.gov is the ability for Payment Requestors to create Payment Schedules for a specific account. A Payment Schedule sets up a future date(s) (up to a year in advance) for a payment request, thus allowing the user to set a series of dates without accessing ASAP.gov for each payment request. After the user defines the account for which they wish to create a schedule, the user will be asked for a schedule name, schedule dates, and scheduled amount as shown below:

ASAP.gov New Features Guide - Payment Requestors

[Enrollments](#) [Payment Requests](#) [Federal Agency Functions](#) [Reports](#) [Inquiries](#) [Help](#) U.S. Department of the Treasury Financial Management Service

Create Payment Request Schedule

Step 3 of 4
Create Schedule

Payment Schedule - Account ID level

* Schedule Name :

* Schedule Status : Active

* Bank Relationship : ach#1

* Business Days Prior to Settlement : (At least 1 and at most 32)

Settlement Dates :

Add Specific Date : / /

Add Recurring Dates :

Remove Selected Dates :

Recipient : <u>REC FOR FMS TESTING D (1140050)</u>					
Federal Agency : <u>FPA FMS TEST D (55552222)</u>					
Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<u>ABCXYZ</u>	Open	<input type="text"/>	\$1,242,056.00	\$ <input type="text"/>	<input data-bbox="1320 1329 1349 1367" type="button" value="+"/>

The user may also add recurring dates by clicking "Define" as shown below:


Add Recurring Dates :


This presents a pop-up screen allowing the user to set a recurring schedule by either choosing monthly or weekly and setting the frequency. The start date and

ASAP.gov New Features Guide - Payment Requestors

the end date refer to the start and end of the schedule. Following is an example of the pop-up screen:

Define Recurring Dates

Start Date : / / 

End Date : / / 

☒ Weekly :
Repeat every weeks on

☐ Monthly :
Repeat every months on the day on the month

Scheduled dates falling on non-business dates should be :

☐ Moved to the previous business date.

☐ Moved to the following business date.

☒ Not Scheduled.

Apply

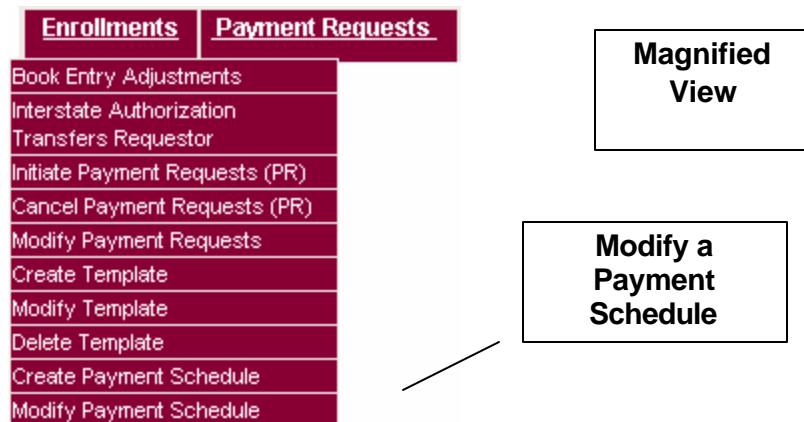
Close

Help for this Step

Once the user selects the frequency and the start and end dates and clicks apply, the user is taken back to step 3 of 4 has the opportunity to review the dates scheduled. It is important to note that if the available balance is not equal to or greater than the amount of the scheduled payment request, when the system attempts to initiate the payment based on the schedule date, the payment request will be rejected. For more information on this feature, please review the help section on creating a payment schedule.

ASAP.gov New Features Guide - Payment Requestors

Modify Payment Schedule



A Payment Requestor can modify a previously created payment schedule by selecting “Modify Payment Schedule” from the drop down menu. The user selects the name of the payment schedule to modify from a drop down list and clicks “continue” as shown below.

Step 1 of 3 Select Schedule

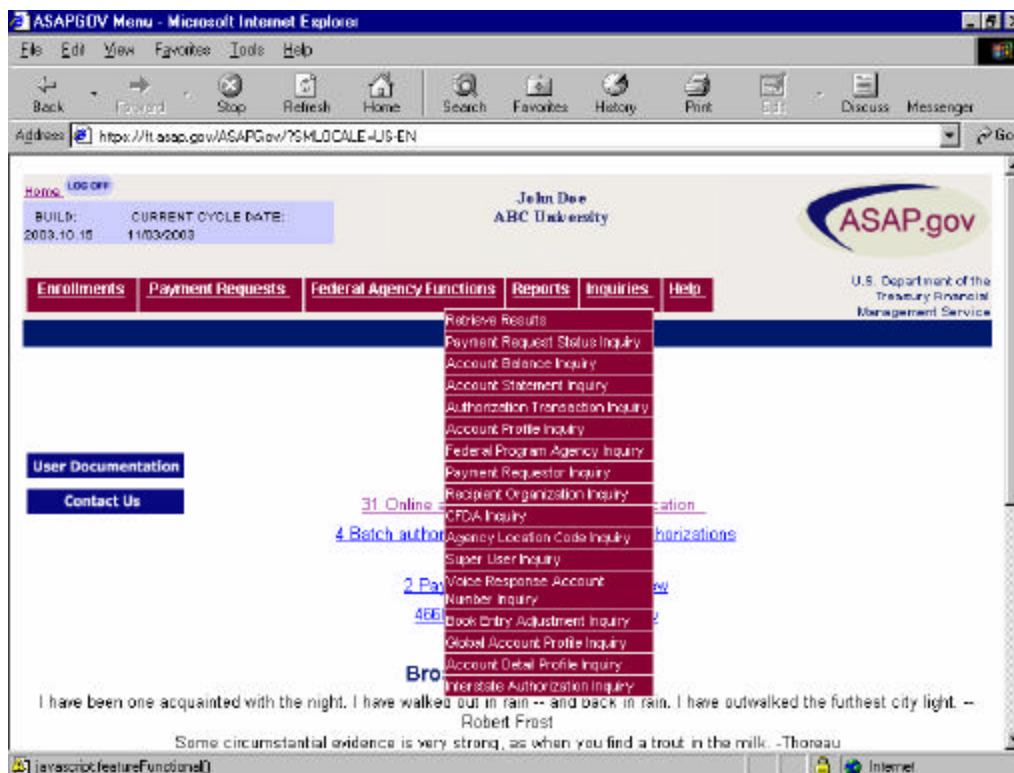
The image shows a web form titled 'Step 1 of 3 Select Schedule'. It contains a label 'Payment Request Schedule :' followed by a dropdown menu. The dropdown menu is open, showing a list of options: '-Select-', '-Select-', 'EDUCATION - AA', and '1ST AND 2ND SEMESTER'. Below the dropdown menu, there is a blue button labeled 'Continue'.

This takes the user to step 2 of 3, which displays all the dates and details of the selected payment schedule. The user may modify the schedule, make the schedule inactive or active, or delete the schedule.

ASAP.gov New Features Guide - Payment Requestors

Inquiries and Reports:

Inquiries



ASAP.gov New Features Guide - Payment Requestors

Actions	Reports	Inquiries
Retrieve Results		
Payment Request Status Inquiry		
Account Balance Inquiry		
Account Statement Inquiry		
Authorization Transaction Inquiry		
Account Profile Inquiry		
Federal Program Agency Inquiry		
Payment Requestor Inquiry		
Recipient Organization Inquiry		
CFDA Inquiry		
Agency Location Code Inquiry		
Super User Inquiry		
Voice Response Account Number Inquiry		
Book Entry Adjustment Inquiry		
Global Account Profile Inquiry		
Account Detail Profile Inquiry		
Interstate Authorization Inquiry		

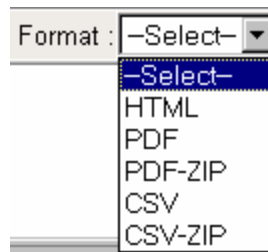
Magnified View

Inquiries available in ASAP.gov are all listed in the drop down menu for Inquiries. Once a specific Inquiry is chosen, the user is taken to the relevant data retrieval screen. Once the criteria is entered for the Inquiry, the user can select the type of format in which they wish to view the Inquiry. The following formats are available to the user:

- ◆ HTML – Web based format, for immediate viewing
- ◆ PDF – Adobe Acrobat format (you will need Adobe Acrobat installed in order to read this format)
- ◆ PDF.zip – Like Adobe Acrobat format above, but in a .zip file
- ◆ CSV – A common database format that can be read by most spreadsheet programs (Microsoft Excel, Microsoft Access, Lotus 123, etc.)
- ◆ CSV.zip – Like CSV above, but in a .zip file

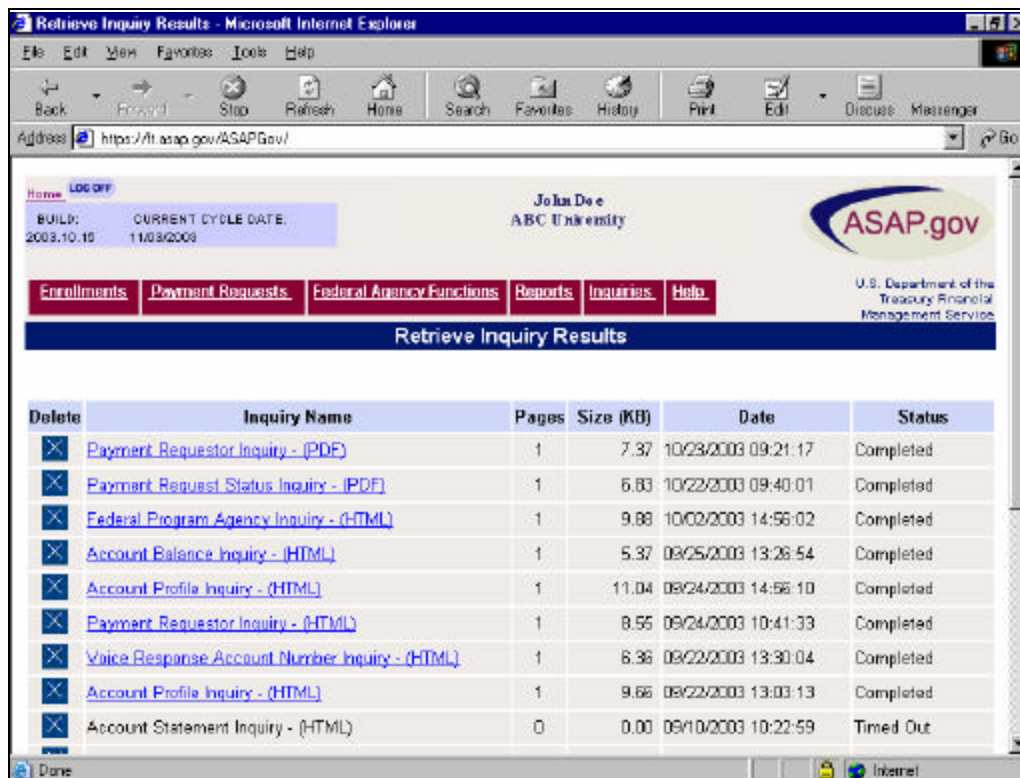
It is important to note that if the user wants to immediately view an Inquiry they must select the HTML version. Once they select HTML, a message appears stating that the Inquiry is in process and will be presented to the user when compiled. The screen will refresh every 10 seconds until the HTML Inquiry is completed. Large Inquiries may take several minutes to process. Several factors impact how quickly an Inquiry is generated once the user submits it for processing. These factors include the size of the Inquiry, the criteria involved, and date parameters. The user has the option of retrieving the Inquiry later by selecting the retrieve results option on the drop down menu.

ASAP.gov New Features Guide - Payment Requestors



**Inquiry
Formats**

If the user wishes to download an Inquiry, regardless of format, the user can download or view the inquiry by accessing the 'retrieve results' portion of the inquiry pull down menu.



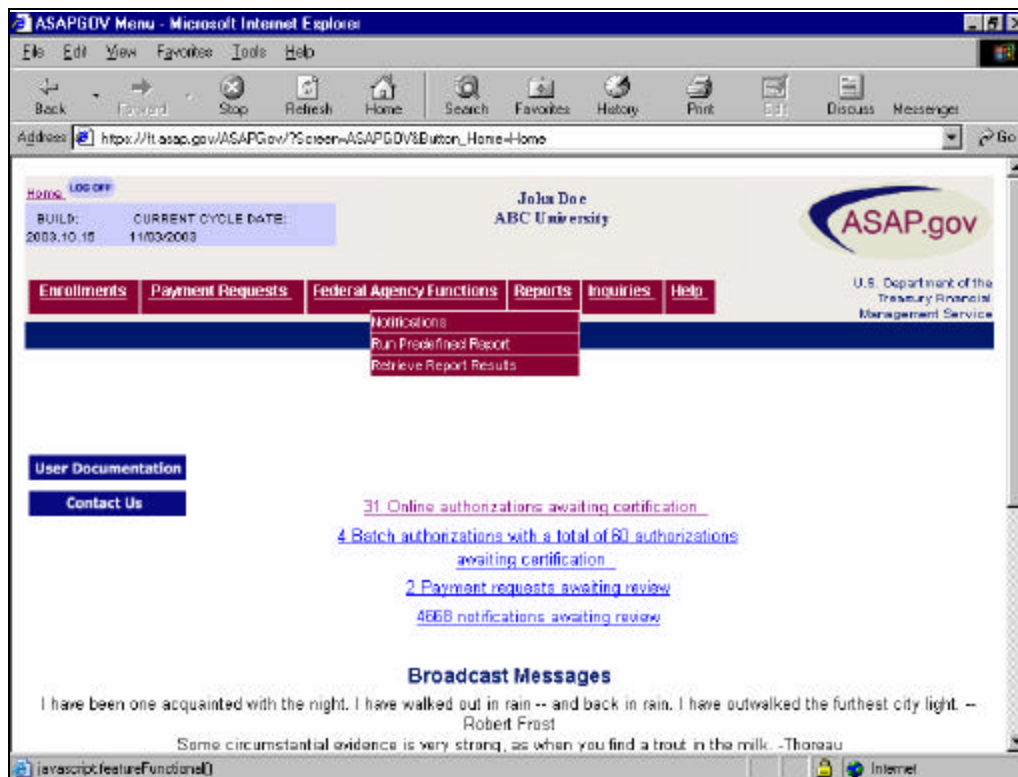
**Example
of
"Retrieve
Inquiry
Results"
Listing**

**Magnified
View**

Delete	Inquiry Name	Pages	Size (KB)	Date	Status
<input checked="" type="checkbox"/>	Payment Request Status Inquiry - (PDF)	1	6.83	10/22/2003 09:40:01	Completed
<input checked="" type="checkbox"/>	Federal Program Agency Inquiry - (HTML)	1	9.88	10/02/2003 14:56:02	Completed

ASAP.gov New Features Guide - Payment Requestors

Reports



**Magnified
View**

Agency Functions **Reports**
Notifications
Run Predefined Report
Retrieve Report Results

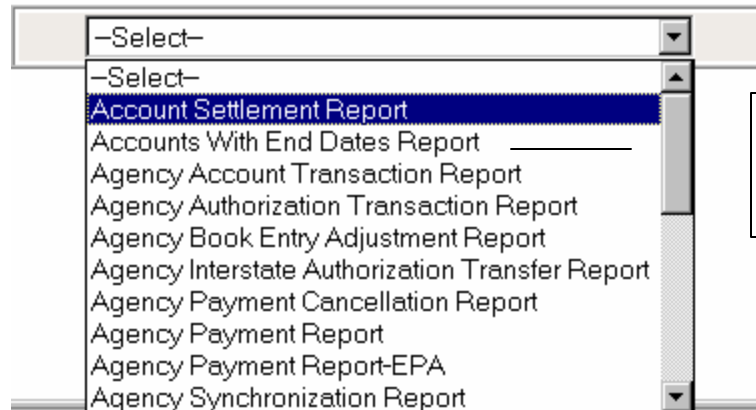
**Run Reports
Retrieve Reports**

Payment Requestors may run pre-defined reports at any time. Unlike Inquiries, the pre-defined reports are not listed in the drop down menus. Once the user clicks on "Run Predefined Report" as shown above, the user is presented with a list of available reports (shown below).

ASAP.gov New Features Guide - Payment Requestors

Step 1 of 3 Select Report

**Magnified
View**

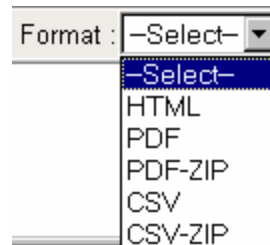
A screenshot of a web application's 'Select Report' dropdown menu. The menu is open, showing a list of report options. The first option is '-Select-' (highlighted in blue). Below it are: 'Account Settlement Report', 'Accounts With End Dates Report', 'Agency Account Transaction Report', 'Agency Authorization Transaction Report', 'Agency Book Entry Adjustment Report', 'Agency Interstate Authorization Transfer Report', 'Agency Payment Cancellation Report', 'Agency Payment Report', 'Agency Payment Report-EPA', and 'Agency Synchronization Report'. The dropdown has a scroll bar on the right side.

**Select Report
from the Drop-
Down List**

Each report has a unique data retrieval screen. Once the user selects a report from the pull-down list, they are asked to enter criteria for the report. Reports are generated in various formats depending on the user's specific needs. These formats are shown below:

- ◆ HTML – Web based format
- ◆ PDF – Adobe Acrobat format (you will need Adobe Acrobat installed in order to read this format)
- ◆ PDF.zip – Like Adobe Acrobat format above, but in a .zip file
- ◆ CSV – A common database format that can be read by most spreadsheet programs (Microsoft Excel, Microsoft Access, Lotus 123, etc.)
- ◆ CSV.zip – Like CSV above, but in a .zip file



**Magnified
View**

A screenshot of a web application's 'Report Formats' dropdown menu. The menu is open, showing a list of format options. The first option is '-Select-' (highlighted in blue). Below it are: 'HTML', 'PDF', 'PDF-ZIP', 'CSV', and 'CSV-ZIP'. The dropdown has a scroll bar on the right side.

**Report
Formats**

Inquiries take precedence over reports in the queue, therefore it may take some time for a selected report to be returned. Unlike Inquiries, Reports are not available immediately using HTML. Several factors impact how quickly a report is generated once the user submits the report for processing. These factors include the size of the report, the criteria involved, and date parameters. To retrieve a report, the user selects "Retrieve Report Results" from the pull down menu. This option will take the user to a table holding all the reports the user has requested along with relevant information. The user only needs to click on the title of the report in order to view it or download it. Reports will stay on the list until the user deletes them. In addition, a specific user's report is not viewable to other users.

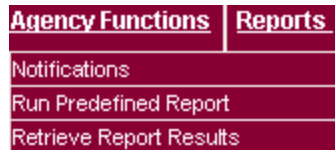
ASAP.gov New Features Guide - Payment Requestors

Delete	Report Name	Pages	Size (KB)	Date	Status
	Agency Payment Cancellation Report - (HTML)	1	7.74	10/09/2003 16:08:16	Completed
	Payment Warehouse Report - (PDF)	2	7.46	10/09/2003 10:02:08	Completed

Important: Data in reports is available for up to and including the previous business day. Inquiries will include same day information if requested.

ASAP.gov New Features Guide - Payment Requestors



Notifications:



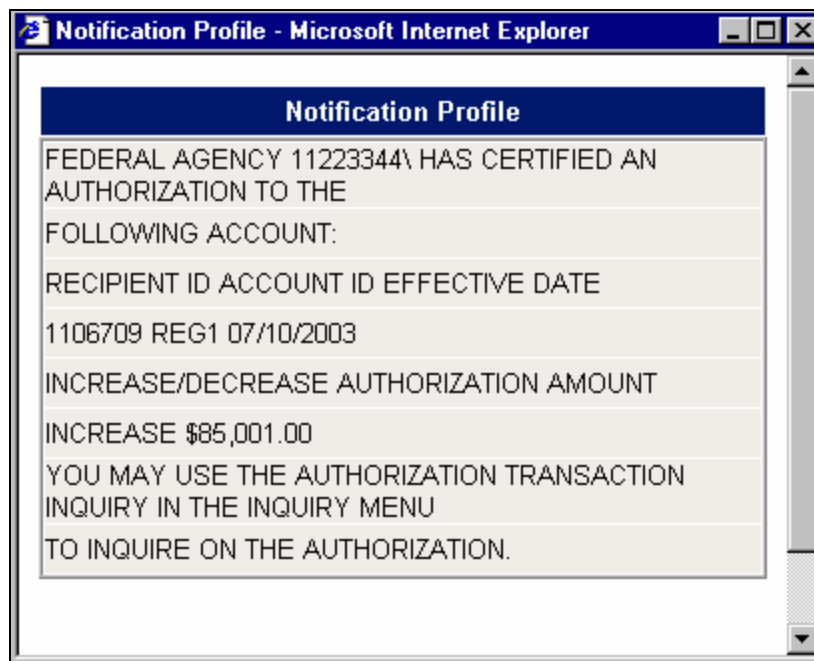
Magnified
View

Notifications

ASAP.gov users may retrieve notifications using the Reports drop down menu. (Homepage Messages and Broadcast Messages are discussed in the first portion of this document). The notifications option takes the user to a criteria screen to either read all unread notifications or to view notifications based on a specific data parameter.

Status	Date/Time Sent	Sender ID	Sender Name	View Details
Unread	10/22/2003 10:04:28	e1ofcr01	e1ofcr01	
Unread	10/21/2003 14:27:14	T1CXT001	T1CXT001	

The user may delete the notification, leave it as unread, or change it to read. To view the notification, the user clicks on the icon under "view details". An example of a notification is shown below.



Users also receive notifications via email for certain transactions. The email address stored in the user's profile is used to send email notifications. The only actions that generate an email to the Requestor and Recipient are:

ASAP.gov New Features Guide - Payment Requestors

1. Cancel payment request by FPA (when a Federal Agency cancels a payment request)
2. Review Payment Request (specifically rejected payment requests)